

INDEX

	<u>Page</u>
Access to Electronic Data Storage Systems	15-3
Access to Public Records [IC 5-14-3].....	15-2
Fees	15-6
Public Policy	15-2
Access to Public Records, Request for	15-2
Accounting - Posting Records	8-1
Accrued Costs Defined.....	7-11
Acting Township Trustee	12-21
Additional Fee - When Rule of Court Requires	7-10
Adjustments in Price.....	19-19
Administration of Oath.....	5-15; 12-12
Administrative Requirements (Contracts).....	19-7
Adoptions	5-26
Adoption of Adult	5-27
Adoption of Minors - Costs	5-26
Adoption Records Confidential	5-26
Duty of Clerk	5-26
Duty of Clerk - Adoption Record - Revocation of Decree - Birth Certificate	5-26
Jurisdiction of Courts	5-26
Adult Probation Program	10-2
Collection of Program Fee	10-3
Establishment [IC 35-38-2-1]	10-2
Felony Convictions - Mandatory	10-2
Misdemeanor Convictions - At Judge's Option	10-2
Advance Payments	13-3; 19-21; 20-10
Affirmation by Offeror	19-14
Alcohol and Drug Rehabilitation Program	10-1
Establishment of Alcohol and Drug Intervention, Treatment and Rehabilitation Program.....	10-1
Expenses of Program	10-1
Fees	10-2
Fees - If Required	10-2
Gifts and Grant Permitted	10-2
Alcohol Purchases.....	13-3
Allowable Preferences.....	19-15
Annual Conference.....	2-9
Anti Secrecy Law.....	12-1
Appeal From City Court - Taxing and Remitting Costs	7-12
Appointment of Deputies	2-3
Appropriations (Contract Provisions).....	19-18
Assessed Value of Property is Less Than \$5,000.....	22-1
Asset Ownership	13-3
Auctions.....	19-8; 22-7
Auctions, Online Reverse.....	19-21
Audit Costs	13-3
Authority for Investments.....	9-2; 18-6
Authorized Investments.....	18-6
Money Market Mutual Funds	18-8
Other Authorized Investments	18-9
Other Securities	18-6
Repurchase Agreements	18-7
United States Government Securities.....	18-6

	<u>Page</u>
Award	20-3; 20-7
Awarding of Contract.....	19-3; 19-6 19-11; 19-20
Bad Debts.....	13-4
Bail (10% Cash Bonds) - Administrative Fee	7-9
Bail Agents - Forfeited Bonds - Duty of Clerk.....	7-12
Bail and Bail Procedures	7-12
Bail for Stay of Execution	12-4
Clerk to Notify Sheriff.....	12-5
Expiration of Stay - Joint Execution Shall Issue	12-5
Bail or Escrow in Contempt Proceedings	12-5
Bidder Information	20-4
Bidder's Affidavit.....	20-2
Births - Proceedings to Establish Time and Place	12-6
Forms to be Furnished.....	12-6
Notice to be Given	12-6
Record to be Kept by Clerk - Birth Certificates	12-7
Board of Finance Annual Meeting	18-13
Bond	2-2
Amount of Bond and Approval	2-2
Cost of Bond	2-2
Sureties.....	2-1
Where Filed	2-2
Bonds of Deputies	2-4
Bonuses, Purchasing	13-10; 17-3; 20-10
BOT Agreements.....	20-11
Break-Ins, Burglaries or Other Crimes	13-4
Budget Estimates	2-4
Budgeted Line Items	13-4
Cancellation of Solicitation and Rejection of Offers	19-20
Capital Assets	13-4; 19-24
Buildings	19-24
Construction Work in Progress	19-24
Equipment.....	19-24
Improvements Other Than Buildings	19-24
Land.....	19-24
Cash Change Fund	9-1
Cash Disbursements	13-4
Certificate of Authority or Acknowledgment - Fee	12-8
Certificates of Deposit	18-4
Depository Designated by Local Board of Finance.....	18-4
Depository Designated by State Board of Finance.....	18-5
Highest Rate of Interest	18-5
Renewal of.....	9-4; 18-11
Certified Copy Fees.....	7-15
Certified Copy Fees - Praecipe	7-16
Certified Mail	12-1
Change of Venue Claim for Expense	4-8; 6-2
Chargeable Items of Expense	6-3
Clerk's Per Diem	6-2
Contents	6-2

	<u>Page</u>
Change of Venue Claim for Expense (Continued)	
File With Auditor	6-2
One Per Diem Per Day	6-4
Per Diem of Special Judge - Not Included as Expense	6-3
Prepare Claim.....	6-2
Report of Payment.....	6-3
Trial Defined	6-3
Change of Venue Procedures	6-1
Change of Venue:	
Certifying Unpaid Costs.....	6-4
Clerk to Prepare Transcript	6-6
Collections and Payment of Costs	6-4
Contents of Receipt.....	6-4
Disposition of Costs.....	6-4
Fee Required Upon Change of Venue as a Removal.....	6-5
Notation on Dockets	6-5
Payment of Costs - By Whom Accepted	6-5
Posting by Receiving Clerk	6-5
Posting by Sending Clerk - Fee to Accompany Transcript.....	6-5
Receipt to Accompany Transcript	6-5
Change of Venue Cases Not to be Docketed Unless Fee Accompanies Transcript.....	6-4
Change of Venue From County	6-6
Change of Venue in Causes Reversed by the Supreme and Appellate Courts and Remanded to the Lower Court for a New Trial.....	6-6
Entering	6-1
Entries.....	6-1
Purpose	6-1
Tax Expense Items	6-1
Transcript on Change of Venue - Money to Accompany	6-6
Change of Venue Record (Form No. 40)	4-8
Change Orders	20-3
Civil Actions.....	7-21
Civil Actions - Costs When not Required.....	7-21
Court Costs Include Service of Process by Certified Mail	7-21
No Fee to be Charged for Name Change Under IC 31-1-11.5-18.....	7-21
Party Entitled to Recover Costs.....	7-21
Party Entitled to Recover Private Service of Process Fee.....	7-21
Prepayment not Required in Appeals	7-21
Civil Proceedings.....	7-10
Claim Against Guardianship	5-30
Clerical Assistants to Board of Elections and Canvassers.....	2-8
Clerk Striking	12-3
Clerk to Index	12-2
Clerk to Notify Sheriff	12-4
Clerk to Record Oath of Attorneys - To Furnish Court With List	12-8
Clerk's Cash Book and Daily Balance Record (Form 46)	8-2
Cash Book Summary Section	8-3
Daily Cash Reconcilement Section.....	8-3
Clerk's Certificate Upon Receipt of Session Laws	12-1
Clerk's Record Perpetuation Fund	4-8
Closing Books at the End of Each Month.....	8-4
Closing of Estate	5-23
Coal Mined In Indiana	19-16

	<u>Page</u>
Collection of Amounts Due	13-4
Commission on Public Records	12-18
Commuting Mileage	13-4; 17-3
Compatibility of Equipment, Accessories, or Replacement Parts	19-8
Compensation - Division of Penalty	12-12
Compensation and Benefits	17-1
Advance Payments	13-3
Commuting Mileage	13-4; 17-3
Compensation.....	13-5; 17-1
Compensation - Non-Employees	17-1
Employee Benefits	17-1
Leave and Overtime Policy	17-1
Payments in Advance	17-1
Personal Expenses	17-3
Personal Property Use.....	17-3
Private Property	17-3
Purchasing Bonuses.....	17-3
Record of Hours Worked	17-1
Severance Pay	13-11; 17-4
Suspensions With Pay.....	13-11; 17-3
Travel Policies	17-3
Unemployment Compensation	17-2
Compensation for Attendance at Meeting	2-7
Competitive Bidding	19-1
Acceptance and Evaluation of Bids	19-2
Invitation for Bids	19-2
Maintenance of Information by Purchasing Agency	19-3
Public Opening of Bids	19-2
Computation of Adjusted Offer	19-15
Computer Systems	14-1
Basic Questions	14-1
Hardware	14-2
Internal Control Requirements for Accounting Systems Electronic Data Processing Controls	14-3
Other Requirements	14-2
Output	13-5; 14-7
Possible Applications	14-2
Software.....	14-1
Steps to Take Prior to Bidding	14-2
Condition of Records	13-5
Conflict of Interest	2-6; 16-1
Consultants - Statutory Conflict of Interest [IC 5-16-11]	16-3
Defense	16-2
Definition of Consultant.....	16-3
Definition of Entity.....	16-4
Dependent, Definition of	16-2
Disclosure Requirements.....	16-2; 16-4
Exception for Compensation and Expenses.....	16-1
Form.....	16-2
Other Exceptions	16-1
Pecuniary Interest, Definition of	16-1
Public Servants - Statutory Conflict of Interest [IC 35-44-1-3]	16-1
Consult Attorney	20-11

	<u>Page</u>
Contents of Report	8-7
Contract and Purchasing Records	19-21
Contract Award.....	19-16
Contract Provision - Payment of Subcontractors	20-3
Contract With a Federal Agency	19-9
Contract With a State Agency	19-9
Contracts	13-5
Early Performance	19-18
Late Performance	19-19
Modification.....	19-19
Renewal.....	19-18
Contracts for Collection Services	19-13
Correction of Errors	13-5
Cost Plus a Percentage of Cost Contract.....	19-17
Cost Reimbursement Contract.....	19-17
Costs Cannot be Remitted	7-17
Costs to be Paid by Petitioner - Judicial Review	12-22
County and Township Officers' Bonds - When Approved by Clerk	12-11
County Board of Elections	2-7
Clerical Assistants to Board of Elections and Canvassers	2-8
Compensation for Attendance at Meeting	2-7
Instruction for County Election Boards	2-7
County Public Records Commission	15-5
County User Fees	7-7
Court Cost Fees to be Charged	7-3; 7-18
Court Costs Due State - Semiannual Settlement.....	8-5
Credit Cards	13-5
Criminal Actions	7-18
Costs Other - When Required	7-18
Criminal Actions - Costs	7-18
Default in Payment of Costs	7-18
Fines or Penalty in Addition to Costs.....	7-18
Hearing to Determine Indigency	7-18
State to Pay Costs of Trial of Offenses Committed by Prison Inmates	7-18
When not Liable for Costs	7-18
Criminal and Juvenile Entry Docket	4-5
Criminal Court Cost Fees	7-9
Criminal Entry Docket.....	5-7
Certified Copy	5-8
Commitment	5-8
Copy Affidavit or Indictment	5-7
Copy Bond	5-7
Docket Sheet	5-7
Entering	5-7
Entries in Order Book	5-8
Filing	5-7; 5-8
Final Files	5-8
Warrant Issued	5-7
Warrant Returned	5-7
Data Processing Contract or License Agreements	19-8
Deferral Program.....	10-4
Collection of Program Fee	10-4
Establishment	10-4
Program Fee - In Lieu of Court Costs	10-4

	<u>Page</u>
Delinquent Tax Judgments.....	12-27
Department of Workforce Development (DWD) Warrants –	
Duty of Clerk - Penalty for Failure to Abide - Remittance	12-12
Deposit and Investment of Funds.....	18-1
Authority for Investments	9-2; 18-6
Certificates of Deposit.....	18-4
Contract Requirements	18-12
Depositing Receipts	18-5
Depositories Designated by Local Board of Finance	18-4
Depository Designation by State Board of Finance	18-1; 18-5
Deposits in Transaction Accounts	18-4
Designation of Depositories	9-1; 18-1
Electronic Funds Transfers	18-6
Financial Institution, Definition of	18-1
Financial Institutions With Which the Political Subdivision May Deposit Funds	18-2
Investment Cash Management.....	18-12
Investment of Funds	18-6
Investment Report	18-13
Manner of Investing Funds	9-3; 18-11
Monthly Report.....	18-12
Number of Financial Institutions Required to Receive Funds	18-4
Procedure for Posting Records at the Time Investments are Purchased or Sold	18-11
Procedures for Purchasing Investments	18-11
Public Deposit Insurance Fund	18-10
Renewal of Certificates of Deposit.....	9-4; 18-11
Revocation of Depository Commission by Local Board of Finance	18-3
Service Charge	18-12
Deposit of Accountable Items.....	13-6
Deposit of Compensation by Auditor.....	12-27
Depositing Receipts	8-4, 18-6
Depositories - Investments.....	9-1
General Law	9-2
Interest on Investments	9-2
Investment Cash Management System.....	9-4
Monthly Report - Form No. 46-CR	9-4
Posting Investments to Clerk's Records	9-3
Service Charges	9-3
Deputy Clerk not Entitled to Additional Compensation.....	2-8
Designation as a Small Business Set-Aside	19-11
Dismissal for Failure to Prosecute.....	12-7
Dismissal or Satisfaction of Attachment - Certificate - Fee	12-3
Disposal of Real or Personal Property [IC 36-1-11]	22-1
Lease of Property.....	22-5
Leaseback Provision or Option to Repurchase	22-4
Sale or Transfer of Personal Property	22-6
Sale or Transfer of Real Property	22-1
Special Provisions Regarding Certain Sales or Transfers of Real Property	22-3
Docketing - Docket Defined.....	7-19
Document Fees	7-5
Donations	13-6
Duties in General.....	3-1
Duties of the County Commission of Public Records.....	12-18
Duty of Clerk on Court Review - Change of Venue - Appeal	12-22

	<u>Page</u>
Efficiency and Economic Advantages	19-9
Ejectments - Affidavits for Possession - Clerk's Order to Seize.....	12-5
Electronic Funds Transfers	18-6
Electronic Transmission of Material	19-19
Emergency Conditions	19-7
Endorsement	2-1
Entering Judgment	5-5
Minutes Recorded in Entry Docket	5-5
Erroneous Bid or Mistake	19-3
Estate Entry - Claim and Allowance Docket - Fee Book (Form No. 42).....	5-14
Administration of Oaths	5-15
Endorsement of Probate.....	5-15
Entering in Docket	5-15
Issue Letters	5-15
Notice of Administration [IC 29-1-7-7].....	5-15
Evaluation of Supplies or System Containing Supplies.....	19-8
Evidence of Financial Responsibility	19-14; 20-2
Exact Replica	13-1
Excessive or Unreasonable Costs	13-6
Execute Deed - Cities and Towns	12-28
Execution Docket	12-4
Execution may Issue on Sunday	12-4
Execution not Issued After Ten Years - Upon Leave of Court - Notice	12-4
Expenditures by Holding Corporations.....	13-6
Expense Reimbursement Itemization.....	13-6
Expenses of Program (Alcohol and Drug Rehabilitation).....	10-1
Expiration of Stay - Joint Execution Shall Issue	12-4
 Failure to Pay Over Fees Collected	12-9
Failure to Report Conviction and Judgments	12-21
Federal and State Agencies - Compliance Requirements	13-2; 13-7
Federal and State Regulations.....	13-3
Federal Excise Taxes.....	13-2
Federal Income Taxes.....	13-2
Fee - When is Payable	7-19
Fee Bills - Collection of Costs	7-19
Fee Bills - Issuance and Collection	7-19
Fees Collected	7-6; 13-7
Fees - Costs - Per Diems to be Paid to County General Fund	2-5
Filing and Recording Official's Bonds.....	12-19
Filing Complaint - Summons	12-1
Filing Exceptions to Appraisers Report in Condemnation Proceedings	12-25
When Filing Fee is Required	12-26
Filing Fee Not Required For Petition For Reinstatement	7-19
Filing Fees to be Charged	7-9
Accrued Costs Defined	7-11
Appeal From City Court - Taxing and Remitting Costs.....	7-12
Bail Agents - Forfeited Bonds - Duty of Clerk	7-12
Bail and Bail Procedures	7-12
Civil Proceedings	7-10
Criminal Court Cost Fees	7-9

	<u>Page</u>
Filing Fees to be Charged (Continued)	
Fee for Preparing or Recording Transcript of Judgment to Become Lien on Real Estate.....	7-11
Infractions and Violations of Ordinances Court Cost Fees	7-9
Juvenile Proceedings.....	7-10
Probate and Related Proceedings.....	7-11
Small Claims Proceedings.....	7-11
Filing of Final Record Drawings	20-5
Filing Report	8-7
Final Payment	20-4; 20-6
Financial Report Opinion Modifications.....	13-7
Fines and Forfeitures - Remission of	7-20
Fines or Costs - Default.....	12-11
First or Chief Deputy	2-3
Foreign Guardians - Property Located in Indiana - Powers	5-31
Foreign Wills.....	5-13
Entering in Records	5-13
Fee.....	5-13
Form Approval Conditions.....	4-4
Form of Reports	8-7
Fundraisers	13-7
Fund Sources and Uses.....	13-7
 General Law	9-2
Gift, Acceptance of	19-9
Gifts and Grant Permitted.....	10-2
Governmental Discount Available	19-8
Gross Income Tax Warrants - Clerk to Enter	12-14
Guardianship	5-27
Claim Against Guardianship	5-30
Considerations for Appointment of Guardian.....	5-28
Costs - Proceedings for Adjudication of Competency	5-33
Cost Upon Transfer	5-30
Entries in Guardian Docket.....	5-33
Filing and Entering as a Civil Matter	5-33
Foreign Guardians - Property Located in Indiana - Powers.....	5-31
Inventory of Guardianship Property	5-30
Notice of Petition and Hearing	5-31
Petition to Compromise or Settle Claim.....	5-31
Property of Incapacitated Person not in Excess of \$10,000	5-28
Taxing Costs	5-33
Temporary Guardian.....	5-28
Transfer of Guardianship	5-29
Transferring Costs From Civil to Guardian Docket	5-33
Transferring to Guardian Docket	5-33
When Letters of Guardianship are Issued [IC 29-3-7-3]	5-27
Where to Enter.....	5-32
 Habeas Corpus Proceeding	12-20
Highest Rate of Interest.....	18-5
Hiring of Broker/Auctioneer	22-3

	<u>Page</u>
Indebtedness	13-7
Indiana Open Door Law	15-1
Indictment - Duty of Clerk.....	12-9
Infractions and Violations of Ordinances Court Cost Fees.....	7-9
Installation of Plumbing	20-4
Instruction for County Election Boards	2-7
Interest on Investments	9-2; 13-7; 18-10; 18-13
Internal Control Requirements for Accounting Systems Electronic Data Processing Controls	14-3
Audit Trails	14-6
Back Up Processing	14-4
Change Controls	14-5
Computer Output	14-7
Disaster Recovery	14-4
Error Correction	14-7
Input Controls	14-6
Interface Controls	14-6
Internal Processing	14-6
Logical Security	14-4
Operations Documentation	14-7
Output Controls	14-6
Physical Security	14-4
Programming Documentation	14-7
User Documentation	14-7
Internal Controls	13-7
Inventory of Guardianship Property	5-30
Investment Cash Management System	9-4; 18-12
Investment of Funds	9-3; 18-6
Investment Report	18-13
Investments Not Authorized by Statute	13-8; 18-9
Maturity Limitation	18-9
Prohibited Acts	18-9
Investments, Posting to Clerk's Records	9-3
Jet Black Ink, Use of	12-19
Joint Leasing	21-4
Judgment, Satisfaction of	12-28
Judgment, Setting Aside - Grounds	12-27
Judgments, When Final	12-20
Judgments, When Not Final	12-20
Juries - Grand and Petit How Drawn	12-7
Jurors - Box to be Furnished by Clerk - Clerk to Keep Possession of	12-8
Jury Fees	7-25; 12-29
Clerk to Forward Claims	7-25; 12-29
Juvenile Probation Program	10-3
Collection of Program Fee	10-3
Establishment [IC 31-6-4-12]	10-3
Program Fee - In Lieu of Court Costs	10-3
Juvenile Proceedings	7-10
Juvenile Records	5-8
Leaseback Provision or Option to Repurchase	22-4
Lease of Real Property	22-5
Alternative Procedures Under IC 36-1-11-12	22-5
Procedures Under IC 36-1-11-10	22-5

	<u>Page</u>
Leases	21-1
Appropriation	21-3
Computer Hardware and Software - Lease With Option to Purchase	21-3
Lease With No Option to Purchase	21-1
Lease With Option to Purchase	21-1
Notice and Hearing	21-3
Plans and Specifications.....	21-2
Renewal	21-1
Lessor Must Hold Fee Simple	21-2
Leave and Overtime Policy	13-8; 17-1
Legal Guide	12-1
Legal Holidays.....	2-9
License Fee - Distress Sales.....	12-18
License to Conduct Sales.....	12-17
Licenses	7-5
Lien for Attorney Fees	12-19
Lien on Real Estate (Fee for Preparing or Recording Transcript of Judgment to Become).....	7-11
Lien, Satisfaction of	12-3
Lis Pendens Record - Dismissal or Satisfaction of Attachment - Certificate.....	12-5
Lis Pendens Record - Written Notice to be Filed by Sheriff or Coroner.....	12-4
Lis Pendens Record of Dismissals and Satisfaction, Lien or Attachments to be Indexed	12-5
Lis Pendens Records	12-2
Lucrative Office	2-6; 13-8; 16-4
 Malfeasance, Misfeasance or Nonfeasance	13-8
Mileage.....	2-4; 13-4; 17-3
Miscellaneous Court Cost	7-22
Change of Venue Court Cost Fee	7-22
Court Cost Fees - Infractions.....	7-22
Jury Fees	7-25
Juvenile Court - Pregnant Minors	7-22
Nonresident Motorist - Service of Process Upon Secretary of State - Fee.....	7-22
Overweight Vehicles - Fines and Penalties - Impoundment and Sale	7-24
Paternity - Establishing by Adversary Proceedings	7-23
Prepayment When not Required	7-22
Publication Requirements.....	7-22
Recognizance Bond - Forfeited	7-23
Refund - When Costs are Refunded.....	7-23
Sheriff to Summon Jurors	7-23
Statement With Remittance - Change of Venue.....	7-23
Trusts - Public and Benevolent.....	7-23
Vehicle License - Additional Excise Tax Judgments	7-24
Witness Fees	7-24
Money Market Mutual Funds.....	18-8
Monthly Report (Form No. 46CR)	4-7; 9-4
Motor Vehicles - Revocation and Suspension of License - Report of Conviction and Judgment.....	12-21
 New Bond - Notice by Clerk	12-11
No Offer Received Under Other Purchasing Method	19-8
No Willing Designated Depository in Political Subdivision	18-13
Notice	20-2
Notice by Party - Contents - Filing.....	12-2
Notice of Conviction - Motor Vehicle Owners.....	12-27
Notice of Publication.....	12-2

	<u>Page</u>
Oath.....	2-1
Oaths and Affirmations.....	11-1
Affirmation.....	11-1
Deposit of.....	11-2
Examination of Prospective Jurors	11-1
Grand Jurors.....	11-1
Interpreter	11-1
Jurors - For Trial	11-1
Jury Commissioners	11-2
Witness	11-1
Obtain Quotes	18-5
Offer, Acceptance of.....	19-20
Offers, Rejection of.....	19-11
Offers Opened After Time Stated in Solicitation.....	19-20
Office Created	2-1
Office Hours and Place	2-2
Official Court Seal	2-6
Official Records and Forms.....	4-1
Change of Venue Claim of Expense.....	4-8
Change of Venue Record (Form No. 40).....	4-8
Clerk's Official Receipt, Clerk's Official Cash Book of Receipts and Disbursements, Daily Balance and Monthly Report (Form Nos. 126, 139, 27A, 46 and 46CR).....	4-7
Court Order Book - Chronological Case Summary and Record of Judgments and Orders	4-6
Criminal and Juvenile Entry Docket.....	4-5
Estate Entry Docket - Fee Book - Claim and Allowance Docket, Guardian Docket and Fee Book (Form No. 42).....	4-6
Fee Book (Form No. 41)	4-6
Judgment Docket (Form No. 74)	4-6
Monthly Report (Form No. 46CR).....	4-7
Other Dockets and Records	4-5
Record of Instruments Copied or Proofed (Form No. 138).....	4-7
Register of Fees and Funds Held in Trust (Form No. 44).....	4-8
Report of Collections (Form No. 362)	4-7
Old Outstanding Checks Not Returned.....	8-8
Online Reverse Auctions.....	19-21
Operating Agreement.....	20-11
Order Book - Entries to be Made.....	5-3
Docket Sheet Removed.....	5-4
Form of Entry	5-4
Indexing Order Book.....	5-4
Prepare for Final Filing	5-4
Who to Furnish	5-4
Order of Attachment Issued by Clerk - Approval of Bond	12-5
Ordinances and Resolutions	13-8; 18-5
Organization of Office, Salary and Expenses, and Fees.....	2-1
Annual Conference	2-9
Appointment of Deputies	2-3
Bond	2-2
Bonds of Deputies	2-4
Budget Estimates.....	2-4
Conflict of Interest.....	2-6
County Board of Elections	2-7

	<u>Page</u>
Organization of Office, Salary and Expenses, and Fees (Continued)	
Fees - Costs - Per Diems to be Paid to County General Fund.....	2-5
First or Chief Deputy.....	2-3
Legal Holidays	2-9
Lucrative Office.....	2-6
Mileage	2-4
Oath	2-1
Office Created.....	2-1
Office Hours and Place.....	2-2
Official Court Seal.....	2-6
Postage - Claim for Purchases	2-5
Purchases	2-4
Qualification of Deputy.....	2-3
Qualifications	2-1
Record of Hours Worked	2-5
Registration of Voters	2-8
Salaries	2-4
Term of Office	2-1
Origin - Definition - Nature of Office - Vacancies	1-1
Vacancy Filled by Caucus	1-1
Vacancy in Office.....	1-1
Overdrawn Cash	13-8
Overdrawn Funds.....	13-8
Overpayment Collections	13-9; 19-21
Overweight Vehicles - Fines and Penalties - Impoundment and Sale	7-24
Partition of Real Estate - Transcript	12-3
Payment Bond.....	20-5
Payment of Damages - Possession of Property - Appeal -	
Certificate Filed With Auditor - Transfer on Tax Records	12-26
Payment of Damages to One or More Defendants	12-25
Payments in Advance.....	13-3; 20-10
Penalties.....	16-4
Penalties, Interest and Other Charges	13-3; 13-9
Performance Bond	19-14; 20-5
Permanent Files	5-4
Personal Expenses	13-9; 17-3
Personal Property, Disposal of.....	22-1
Leaseback Provision or Option to Repurchase	22-4
Lease of Real Property	22-5
Sale or Transfer of Real Property	22-1
Sale or Transfer of Surplus Personal Property	22-6
Special Provisions	22-3
Personal Property Use	13-9; 17-3
Petition for Determination of Heirship.....	5-24
Applicable Court Procedure.....	5-25
Bond	5-24
Decree of Final Distribution - Recording Certified Copy	5-25
Entering in Records	5-24
Exercise of Powers by Domiciliary Foreign Personal Representative	5-25
Filing Supplemental Reports After Estate Has Been Settled - Assets Not Administered	5-25
List of Liabilities	5-24

	<u>Page</u>
Petition for Determination of Heirship (Continued)	
Priority of Local Personal Representative Powers - Limited Powers -	
Prejudice - Substitution of Representative	5-25
Transfer of Proceedings	5-24
Transfer of Proceedings - Costs	5-24
Petty Cash Fund.....	9-2
Plans and Specifications	20-1
Plans and Specifications, Approval of.....	20-4; 20-7
Political Expenditures	13-9
Postage - Claim for Purchases.....	2-5
Posting Items of Trust	8-2
Posting Tables of Fees.....	7-3
Posting the Cash Book of Receipts and Disbursements (Form 27A).....	8-1
Add Columns - Prove Totals	8-2
Disbursements	8-2
Receipts	8-1
Praecipe for Execution and Fee Bill Necessary	12-3
Preparation of Report	8-7
Prepare Monthly Financial Report.....	8-6
Prequalified Contractors	19-14
Prescribed Forms	13-1; 13-10
Prescribed Forms Distinguished From Approved Forms	4-1
Prescribed Forms, Taxes, and General Information	13-1
General Information	13-3
Prescribed Forms	13-1
State and Federal Taxes	13-2
Preservation and Destruction of Public Records.....	15-4
Policy	15-4
Public Record, Definition of	15-5
Pre-Signing Documents	13-10
Pretrial Diversion Program	10-3
Collection of Program Fee	10-4
Establishment [IC 33-14-1-7]	10-3
Program Fee - In Lieu of Court Costs	10-4
Price Preferences.....	19-16
Private Property.....	13-10; 17-3
Probate - Opening Estates	5-9
Appointment of Successor Personal Representative	5-11
Approval of Bonds	5-12
Attorney General to be Notified	5-19
Certificate of Probate	5-13
Claims of Personal Representatives - No Filing Fee	5-21
Closing of Estate.....	5-23
Collection of Small Estate by Widow or Distributes - Not More Than \$15,000	5-22
Court Decisions	5-20
Distribution of Money Upon Final Settlement	5-20
Docket Sheet	5-17
Duty of Clerk to Transfer Claim	5-19
Duty of Personal Representative	5-19
Election to Take Against Will	5-13
Entering and Numbering	5-19

	<u>Page</u>
Probate - Opening Estates (Continued)	
Entering Proceedings	5-18
Entry.....	5-18
Estate Opened for Filing of an Inheritance Tax Return Only - No Costs to be Taxed	5-18
Failure to File Bond - Letters Revoked	5-12
Filing	5-18
Filing Claims Against Estates	5-18
Foreign Wills	5-13
How to Docket Disallowed Claims	5-20
Limitation on Filing Claims	5-19
No Execution	5-22
Notice - By Whom Served - Proof of Service.....	5-17
Opening of Estate.....	5-9
Order Book Entries	5-18
Payment of Assets to Clerk	5-22
Personal Representative Bond	5-12
Persons Entitled to Domiciliary Letters	5-10
Persons not Qualified to Serve	5-11
Petition for Determination of Heirship.....	5-24
Petition for Order to Pay to Clerk	5-20
Petition for Probate of Will and Appointment of Personal Representative.....	5-9
Prepare Papers for Filing	5-17
Prepayment of Filing Fee - Contested Claims	5-21
Probate Records	5-14
Proceedings for Adjudicated Compromise or Controversies	5-24
Proceedings to Revoke Order of no Administration.....	5-23
Proof Before Evidence of Handwriting Admitted.....	5-12
Proof Required for Probate and Grant of Letters	5-12
Revocation of Probate of Will - Clerk's Duty.....	5-14
Service of Notice.....	5-16
Special Administrators	5-11
The Probate Code	5-9
Unknown Heirs - Payment of Assets to State Treasurer	5-22
When Letters to be Issued	5-10
When to Enter Proceedings	5-14
Will Contest - Bond Approved by Clerk	5-14
Will to be Proved.....	5-12
Probate and Related Proceedings	7-11
Probate Records	5-14
Estate Entry - Claim and Allowance Docket - Fee Book (Form No. 42)	5-14
Property of Incapacitated Person not in Excess of \$10,000.....	5-28
Public Deposit Insurance Fund	18-10
Public Employee Deferred Compensation Plans	17-2
Public Employee's Retirement Fund (PERF)	17-2
Public Meeting.....	20-2; 20-7; 20-8
Public Notice	19-19
Public or Private Sale or Transfer Without Advertising	22-7
Public Private Agreement.....	20-11; 22-4
Public Proceedings and Public Records	15-1
Access to Electronic Data Storage Systems	15-3
Access to Public Proceedings	15-1
Access to Public Records [IC 5-14-3]	15-2

	<u>Page</u>
Public Proceedings and Public Records (Continued)	
Access to Public Records, Request for	15-2
County Public Records Commission	15-7
Enhanced Access	15-3
Indiana Open Door Law	15-1
Minutes	15-2
Penalty	15-9
Preservation and Destruction of Public Records	15-6
Public Notice	15-1
Public Record, Definition of	15-2; 15-6
Public Records Go With the Office	15-10
Public Records Retention - Audit	15-9
Public Records, Order to Destroy	15-9
Records Which may be Excepted From Disclosure	15-4
Removal of Records - Time Restrictions	15-8
Retained for Longer Than Three (3) Years	15-9
Retained Permanently	15-9
Suggested Procedures	15-7
Timely Recordkeeping	15-10
Transaction Recording	15-10
Public Purchases, Purchase of Land or Structures and Inventory of Capital Assets	19-1
Competitive Bidding	19-1
Contract Provisions	19-18
Capital Assets	13-4; 19-24
General Provisions	19-1
Other Administrative Requirements	19-19
Petroleum Products [IC 5-22-17-10]	19-12
Proposals Process, Request for	19-4
Purchase of Land or Structures [IC 36-1-10.5]	19-23
Purchase of Rehabilitation Center Products	19-10
Purchasing Preferences	19-15
Purchases From Qualified Nonprofit Agencies for Persons With Severe Disabilities	19-10
Purchases From the Department of Correction	19-10
Qualifications and Duties of Offerors	19-13
Services	19-12
Small Business Set-Aside Purchases	19-11
Small Purchases	19-6
Special Purchasing Methods	19-7
Specifications	19-4
Public Record, Definition of	15-2; 15-5
Public Records Retention	13-10; 15-8
Public Sale or Sealed Bids	22-7
Public Works Law	20-1
Advance Payments	20-10
Discrimination by Contractors and Subcontractors Prohibited	20-10
Division of Public Work Projects [IC 36-1-12-19]	20-8
Emergency Contracts	20-9
General Provisions	20-1
Overpayment Collections	20-10
Prevailing Wage/Common Construction Wage	20-9
Procedure for Hiring Architects, Engineers, or Land Surveyor [IC 5-16-11.1]	20-9
Public Work Costing Less Than \$25,000 [IC 36-1-12-5]	20-7

	<u>Page</u>
Public Works Law (Continued)	
Public Work Projects Costing More Than \$100,000 - Additional Procedures.....	20-4
Public Work Projects for Which Advertising and Bidding is Required	20-1
Public Work Projects in Certain Counties, Cities and Towns [IC 36-1-12-4.7]	20-6
Public-Private Agreements [IC 5-23]	20-10
Purchasing Bonuses.....	20-10
United States Steel Products, Use of	20-9
Use of Own Work Force	20-8
Punitive Damage Awards	7-25
Purchase From A Public Utility.....	19-9
Purchase of Land or Structures [IC 36-1-10.5)	19-23
Limitation	19-23
Purchases	2-4
Purchasing Agency Defined	22-6
Purchasing Bonuses	13-10; 17-3; 19-21; 20-10
Purchasing Method Impairs Functioning of Agency.....	19-8
Qualification of Deputy	2-3
Quiet Title Proceedings - Notice by Clerk	12-5
Recording Decree in the Recorder's Office	12-6
Quotes, Inviting	20-7; 20-8
Quotes, Rejecting.....	19-7; 20-7; 20-8
Quotes, Soliciting	19-6
Railroad Police	12-19
Receipt Issuance.....	13-10
Receiverships - Record of Statements.....	12-6
Receiving Money.....	7-1
Determine Purpose.....	7-1
Disbursement Entries	7-3
Disbursing.....	7-2
Distribution of Estate Money	7-1
Entering Money in Payment of Judgments	7-2
Entering Receipts in Docket	7-1
Gross Income and Employment Security Warrants	7-2
Posting Tables of Fees	7-3
Releases.....	7-2
Taxing Costs.....	7-3
Transcripts to Bind Real Estate	7-2
Transfer Amounts to Individuals in Register of Trust.....	7-1
Trust Items	7-1
Value of Receipt and Use of	7-3
Writing Official Receipt	7-2
Recognizance - Recording a Lien - Real Estate in Other Counties -	
Release of Liens - Fees of Clerk - Judgment Upon Forfeiture	12-10
Recognizance Filed With and Recorded by Clerk.....	12-10
Reconciling Cash With Receipts at the Close of the Day.....	8-1
Reconciling the Depository Balance with the Record Balance.....	8-5
Reconciling the Register of Fees and Funds Held in Trust.....	8-5
Record of Hours Worked.....	2-5; 17-1
Recording Appointment of City Court Judge	12-20
Recording by Miniature Photographic or Microfilm Process.....	12-1
Recyclable Material	22-7

	<u>Page</u>
Registration of Voters	2-8
Deputy Clerk Not Entitled to Additional Compensation	2-8
Reinvestment in Securities.....	18-11
Remanded Cases.....	12-1
Reorganization of Schools - Elections - Petitions.....	12-23
Repayments and Refunds.....	13-10
Repayments and Transfers	13-10
Replevin Action	12-6
Order for Delivery.....	12-6
Report of Collections (Form No. 362).....	4-8
Report of Judgment.....	12-21
Report to the Auditor and Payment of Fees to the Treasurer	8-4
Repurchase Agreements.....	18-7
Responsible Bidder	20-3
Responsibility of Offeror	19-13
Responsive Bidder	20-2
Responsiveness of Offeror	19-13
Retainage and Escrow Agreement.....	20-5
Review of Investment Report	18-13
Risk of Loss.....	13-10
Rules and Policies.....	19-5; 19-13
 Safekeeping Receipts	18-9
Salaries	2-4
Sale and Rental Proceeds.....	13-10; 22-3; 22-6
Sale of Land/Structure to Lessor.....	21-2
Sale or Transfer of Surplus Personal Property.....	22-6
Sale or Transfer of Real Property.....	22-1; 22-2
Sale or Transfer of Real Property to a Governmental Entity or Not-for-Profit Corporation	22-3
Sales Tax	13-2; 13-11
Satisfaction of Lien	12-3
Savings to Governmental Body.....	19-7
Separate Bank Accounts.....	13-11
Service Charges.....	9-3; 18-10
Service of Written Notice	5-16; 12-17
Services.....	19-12
Session Laws - Receipt by Clerk - Distribution	12-12
Severance Pay	13-11; 17-4
Signature Stamps	13-11
Single Source For Supply.....	19-8
Small Claims Proceedings	7-11
Soliciting Quotes	19-6
Special Meetings of Board of County Commissioners	2-6
Special Provisions Regarding Certain Sales or Transfers of Real Property	22-3
Specifications	19-4
Discussion and Revision of Specifications	19-4
Request for Specifications	19-4
State and Federal Taxes	13-2
State User Fees	7-8
Steel Products	19-17

	<u>Page</u>
Structure, Definition of.....	19-23
Structure, Requirements to Lease.....	21-1
Successor to Receive Books, Records and Papers.....	12-12
Supplemental Public Defender Services Fund.....	7-9
Supplies Manufactured in the United States	19-17
Support.....	5-34
Accepting Personal Checks.....	5-35
Application of Act.....	5-37
Children Born Out of Wedlock - Voluntary Petition to Establish Paternity - Provision for Support	5-36
Clerk to Comply With Court Order	5-35
Delivering Checks.....	5-35
Different From Other Trust Items.....	5-34
Errors	5-34
Holding Checks.....	5-34
Liability for Support of Parents.....	5-35
Maintenance and Support Orders - Clerk's Fee	5-36
Support Defined	5-34
Transfer of Proceedings of Support Order.....	5-37
Sureties	2-1
Suspensions With Pay	13-11; 17-3
 Tax Exemption	21-3
Tax Refunds	13-2
Taxing Costs	5-5; 5-33; 7-3
Bail (10% Cash Bonds) - Administrative Fee.....	7-9
Certified Copies - When to Furnish Without Charge.....	7-15
Certified Copies of Record to be Furnished to Honorably Discharged	
Veterans of any War, Their Widows and Dependents	7-15
Certified Copy Fees	7-15
Certified Copy Fees - Praecipe.....	7-16
City Court - Appeal From - Refund of Fine and Costs Not Authorized	7-17
Consolidation Causes.....	7-17
Costs Cannot be Remitted.....	7-17
County User Fees.....	7-7
Court Cost Fees to be Charged.....	7-3
Document Fees	7-5
Licenses.....	7-5
Miscellaneous Fees	7-6
State User Fees	7-8
Supplemental Public Defender Services Fund	7-9
Taxpayer Objections	21-3
Temporary Guardian	5-28
Tender of Money	12-9
Term of Office.....	2-1
Time Period (Contract Provisions)	19-17
Timely Recordkeeping.....	13-11; 15-9
Title IV-D Incentive Payments	12-28
Traffic Violations Bureau - Use of Credit Card	8-9
Transaction Recording	13-11; 15-9
Transcripts of Records	12-3
Transfer From Federal Government.....	19-9

	<u>Page</u>
Transfer of Guardianship.....	5-29
Costs Upon Transfer.....	5-30
Transfer or Sale of Real Property Originally Given to the Political Subdivision	22-4
Travel Policies	13-12; 17-3
Trial Defined	6-3
Trust Item	8-8
Trust Items - Applied to Costs	8-9
Trust Items	7-1
Trusts and Endowments.....	13-12; 18-13
 Unclaimed Fees - Report to Attorney General	12-12
Delivery of Unclaimed Property to Attorney General	12-12
Unclaimed or Returned Outstanding Checks	8-8
Uncollectible Accounts	13-4
Unemployment Compensation	17-2
Uniform Conflict of Interest Disclosure Statement (Form 236).....	16-5
United States Government Securities	18-6
Use of Records - Filing Complaints Procedural Instructions - Disposition of Papers.....	5-1
Appearance by Attorney	5-3
Assemble Papers for Final Filing	5-6
Attorney General to be Served When Actions are Brought Against the State.....	5-1
Bench or Issue Docket.....	5-2
Civil Entry Docket: Filing Complaint - Endorsement	5-1
Criminal Entry Docket.....	5-7
Directive Duties.....	5-6
Entering	5-1
Entering a Change of Venue Case	5-3
Entering Judgment.....	5-5
Filing Docket Sheet.....	5-2; 5-6
Filing Papers	5-2
General Indexing Final Files	5-6
Indexing	5-2
Issuing Executions	5-6
Issuing Process	5-1
Juvenile Records	5-8
Minutes in Entry Docket.....	5-3
Numbering	5-1
Order Book - Entries to be Made	5-3
Permanent Files.....	5-4
Probate - Opening Estates	5-9
Summons, Filing	5-3
Summons, Return of.....	5-3
Taxing Costs	5-5
Value of Entry Docket.....	5-6
 Vacancy Filled by Caucus	1-1
Vacancy in Office	1-1
Various Accounting Guides, Manuals and Other Publications	13-12
Vending, Concessions or Other Sales Controls	13-12
Vending Machine Commissions and/or Profits.....	13-12

	<u>Page</u>
Warrant or Summons Issued by Clerk	12-9
Witness Fees.....	7-24
Clerk to Forward Claims	7-25
Criminal Actions	7-24
Other Actions	7-24
Payment by County Auditor or City or Town Fiscal Officer.....	7-25
Witnesses for Grand Jury.....	12-9
Worthless Property.....	22-7